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| I. | <u>Position Title:</u> Amphitheater Stage Manager | <u>Revision Date:</u> 1/02 |
| | Temp/Seasonal | <u>EEO Code:</u> Admin. Support |
| | | <u>Status:</u> Non-exempt |
| II. | <u>Summary Statement of Overall Purpose/Goal of Position:</u> | |
| | Under the direction and supervision of the Director of Community Affairs, responsible for the general stage, lighting, and sound operation of the Sandy City Amphitheater. | |
| III. | <u>Essential Duties:</u> | |
| | <ul style="list-style-type: none"> • Coordinates all technical needs of artists with artists' technical crews. • Procures sound equipment for shows and directs its use at shows and rehearsals. • Directs the use, design, and movement of all sound, lighting, and stage elements. • Maintains inventory record of all lighting and sound equipment. • Reports missing or malfunctioning equipment to Director. • Maintains artist technical file and ensures that technical riders are met. • Operates main sound board or lighting in absence of sound or lighting tech. • Coordinates sound and lighting set-up for all shows and rehearsals as requested. • Communicates with artist technical crew and renders assistance as requested. • Attends staff meetings as requested. • Represents the City to public and responds to public requests and questions. • Represents the Director to the Arts Guild and artists in the Director's absence. • Assists Director in other duties as requested. | |
| V. | <u>Qualifications:</u> | |
| | Education: High school diploma or equivalent required. | |
| | Experience: Five years closely related work experience; may substitute any equivalent combination of education and experience. | |
| | Knowledge of: Principles of sound engineering and lighting operation. General technical operation of stage in similar or larger facility. | |
| | Responsibility for: Responsibility for the efficient and effective operation of sound, lighting, and stage elements. | |
| | Communication Skills: Interacts with other City professional and technical staff. Must have the ability to communicate in a professional and courteous manner with the general public. Must dress and groom in a manner congruent with the image of Sandy City. | |
| | Tool, Machine, Equip. Operation: Amphitheater stage, sound, and lighting equipment. Stage lifts. | |
| | Analytical Ability: Must have the ability to gather data and information and report such to the Director relative to technical needs and new developments in stage, lighting, and sound operations. | |

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required

of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. this updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.